Media Production and Analysis
Guidelines for the Individual documentation of production process

The Individual documentation of production process is supporting information about the practical (production) submission. It should demonstrate the candidate's understanding and application of the production process, focusing on the following points:

- providing a rationale outlining the intent of the production and its connection to audience context
- a description of how pre-production processes, including details of planning and research, were applied in the realisation of the production
- a description of how production skills were used throughout the production, including the application of the primary and secondary role/s
- a reflection and evaluation of the production.

The Individual documentation of production process **must not exceed five, legible, single-sided A4 pages**. The documentation should be word processed; using 11 point Arial font and candidates should ensure that their SCSA student number is on each page. Any hand drawn components must be clearly legible and any screen captures or scripts must be annotated in typed font. The organisation of the Individual documentation of production process written submission is determined by the candidate in consultation with the teacher. It is highly recommended that candidates write in first person, using specific examples from their production to support their understanding and application of the production concepts.

The rationale outlines the intent of the production. The pre-production processes should exemplify the choices made as they appear in the practical submission. The candidate may include a script, journal entries, storyboards or screen captures and, if included, must clearly explain the decision making process in the planning of the documents within the annotations. Details of audience context and values are also part of the supporting information.

The application of production skills should focus on the candidate's management of time and technologies, management of team members, negotiating and adapting production processes, how they anticipated problems and applied effective solutions. When referring to primary and secondary production roles, all references must be made to the production role/s which has been nominated by the candidate and specific examples should be given to highlight their application within the production. The reflection is the candidate's opportunity to discuss the strengths of their production and areas they found challenging, with an evaluation of the final outcome achieved.

In audiovisual and radio productions where candidates can collaborate on a submission, reference to the other candidate's work and contribution can only be made within the written documentation to provide a context or to exemplify the work completed by the candidate writing the support document.

Each individual and collaborative candidate must provide **one** copy of the *Individual documentation of production process* and **one** copy of the (practical) production submission which must be enclosed in an A4 clear plastic sealable document wallet. The *Production submission cover sheet* must be stapled to the front of the Individual documentation of production process.